



Montana Natural History Center

Connecting People with Nature

120 Hickory Street
Missoula, MT 59801
406.327.0405

www.MontanaNaturalist.org



Position Title:	<u>Camps Coordinator</u>
Position Category:	<u>40 hrs/week, Non-Exempt</u>
Start Date:	<u>January 1st, 2022</u>
Salary:	<u>\$16.00-\$18.00/hour, DOE</u>

WHO ARE WE?

The Montana Natural History Center builds on a collection of shared values in our center and community. Nature-based education inspires connection to the outdoors, a love for the natural world, and in turn, inspired stewardship. Our full mission statement is to *promote and cultivate the appreciation, understanding, and stewardship of nature through education*. To achieve this mission, MNHC offers a wide range of programming to both children and adults in Missoula and western Montana:

- Visiting Naturalists deliver innovative, engaging curriculum for 4th-5th graders in the classroom and in local natural areas throughout the school year.
- State provider for the Montana Master Naturalist program, delivering courses in Montana flora and fauna throughout the year.
- Display interpretive museum exhibits and gardens on the natural history of Montana.
- Teach distance learning programs for youth in school settings, adult classes, and lectures.
- Teach adult classes on nature writing and natural history topics and lead guided walks and tours in the outdoors.
- Run exciting Homeschool and Summer Camp programs for youth in grades K - 8
- Publication of Montana Naturalist magazine.

Here at MNHC, connecting to nature is not a luxury, but a necessity. We strive to build capacity and fundraise. Doing so enables us to help serve all Montanans in our region and engage our large community in MNHC programs.

ABOUT THE spectrUM DISCOVERY AREA

The spectrUM Discovery Area is the University of Montana’s hands-on science center, dedicated to inspiring a culture of learning and discovery for all. Located at the Missoula Public Library, we reach roughly 200,000 people with fun, hands-on exhibits and activities. To truly achieve our mission, we provide robust science educational programming in our museum as well as programming beyond our museum walls and in collaboration with community partners.

WHO ARE YOU?

We value the benefits a diverse staff can bring to our organization. Whether you’re an urbanite or mountain connoisseur from the east coast, west coast, North Pole or Mars, you’ll fit right in. Though we come from all sorts of places, our MNHC and spectrUM families are bonded by a deep commitment to our mission.

ABOUT MISSOULA

Missoula is a serene mountain town tucked away in the Northern Rockies of Montana. An outdoor



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enthusiast’s dream! There are over 60,000 acres of wilderness to explore just minutes from downtown. Missoula’s outdoor recreation opportunities make it an excellent location for getting outside. Enjoy hiking, kayaking, cycling, tubing, backpacking, skiing, climbing and more! Missoula has incredible local restaurants, shops, live music, and arts and culture events. It is full of families, students, and those who enjoy small town values with urban amenities!

ABOUT MNHC SUMMER CAMPS

MNHC’s camps for kids ages 4–11 combine experiential natural science education with outdoor fun and adventure. Camps include environmental education, exploration, projects, field trips to local natural areas, free play, games, and more. Every week is unique, so camp staff will gain broad experience in outdoor environmental education while exploring a variety of topics in natural history.

ABOUT spectrUM SUMMER CAMPS

spectrUM camps provide students with high-quality, fun science educational experiences in a variety of science themes, ranging from “Get Set to Be a Vet”, “Robotics”, “Cosmic Cadets” and more. Camps are located at the Missoula Public Library for a variety of ages from 6-14, and introduce kids to science concepts, STEM role models, and partners across the University of Montana and Missoula.

I. Scope of Position:

This role includes joint summer camp coordination involving both the Montana Natural History Center and the University of Montana spectrUM Discovery Area. The Camps Coordinator will be collaborating closely with spectrUM staff and facilities to deliver high quality, engaging science education throughout the year at the University of Montana spectrUM Discovery Area, located in the new Missoula Public Library. Coordination and supervision of camp programs at Montana Natural History Center and spectrUM Discovery Area include but are not limited to: *Summer Science Outdoor Day Camps, School’s Out Camps, Afterschool Programs, Supervision of Seasonal Field Staff and Summer Camp Staff as associated with Camp programs.*

II. Specific Responsibilities:

- a) Coordination of all MNHC camps, spectrUM camps, and camp collaboration programs:
 - a. Running and maintaining camper registration software.
 - b. Hire supervise, train, and provide ongoing feedback for seasonal staff working camp programs.
 - c. On-site leadership and supervision during camp programs for staff, campers, and parents.
 - d. Lead curriculum development for all camp programs.
 - e. Maintain community partnerships in collaboration with MNHC and spectrUM camps.
 - f. Provide schedules or program scheduling support for camp programs.
- b) Teach summer camp programs and School’s Out day camps when seasonal staff are not available.
- c) Work with staff to connect camp programs to other MNHC and spectrUM programs, services, and partner organizations.
- d) Financial management of summer and School’s Out day camp programs: manage budget, approve purchases



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- e) Assist with publicity of summer and School’s Out day camp programs.
- f) Evaluate summer camp, School’s Out camp programs, and camp seasonal staff.
- g) Maintain appropriate MNHC and spectrUM resources such as camp equipment.
- h) Develop new camp programs based on MNHC and spectrUM criteria.
- i) Seek, obtain, and maintain ACA accreditation for MNHC and spectrUM camp programs.
- j) Participate as part of the MNHC team, providing assistance and input where needed.
- k) Other duties as assigned in teaching MNHC programs or participating in MNHC’s mission.

III. Qualifications & Requirements

- a) Supervision Experience: Minimum 2 years’ experience supervising programs and staff.
- b) Knowledge of theories and practices in effective leadership skills.
- c) Practical knowledge of methodologies in natural history education: i.e. place-based, inquiry-based, student centered, project-based and interdisciplinary learning, hands-on approach to learning, etc.
- d) General natural history knowledge including a broad knowledge of native flora and fauna, cultural history of the region and understanding of ecological processes and systems common in the region.
- e) Teaching Experience: Minimum 3 years teaching experience in the role of a teacher/educator in the field and/or in the classroom with both children and adults.
- f) Proven ability to deliver educational and interpretive natural history programs and group presentations on a wide range of topics.
- g) Proven ability to plan and implement educational activities through curriculum writing.
- h) Experience with video editing and social media integration a plus.
- i) Excellent written and verbal communication skills.
- j) Works independently with little direct supervision. Accepts responsibility and is self-motivated. Able to work as part of a team. Creative and able to problem solve.
- k) Valid driver’s license, clean driving record and willing to use personal transportation (will be reimbursed for mileage).
- l) Minimum B.A. or B.S in related field (i.e. Education, Environmental Science, Environmental Education, etc.), M.S. is preferred.
- m) Able to work to meet goals of organization above and beyond assigned duties.
- n) Able to work weekends or evenings on occasion.

IV. Benefits

- Paid vacation, holiday, and sick leave.
- Eligibility for 403(b) retirement plan, including a 1% match.
- Discounts for all MNHC and spectrUM programs.
- Full medical and vision coverage (start of coverage subject to a 90-day probation period).
- Participation in professional development opportunities and a reflective teaching community that values ongoing innovation and skill development to meet our educational goals. This includes training in environmental education best practices, ability to participate in professional



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organizations like the Montana Environmental Education Association, and learning opportunities around natural history topics.

V. Reporting Relationships

The Camps Coordinator reports directly to the MNHC Education Director, with additional oversight from spectrUM’s Museum Program Manager on all spectrUM related programming. A monthly program report is required at minimum.

The Montana Natural History Center will commit to building a diverse community which is inclusive of people from all backgrounds. The Montana Natural History Center does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, citizenship status, genetic information, marital status, sexual orientation, mental illness, or physical illness. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.

To apply please send the following to jrobinson@montananaturalist.org:

- Resume
- Cover letter
- List of three professional references

Applications are accepted until Friday, October 29th, 2021



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